GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PR&RD Dept. - Establishment – Gazetted status to the post of Superintendent working in the offices of Mandal Praja Parishad, Zilla Praja Parishad and Head of the Department of the State and re-designated as Administrative Officer - Specific job chart to the post of Administrative Officers working in Mandal Praja Parishad Office - Orders – Issued

---

PANCHAYAT RAJ AND RURAL DEVELOPMENT (ESTT.IV) DEPARTMENT

G.O.Ms.No.88.

Dated: 15 -12-2021
Read the following:

1. G.O.Ms.No.242, PR&RD (Estt.IV) Dept., Dated :24.12.2018,
2. From the Commissioner, Panchayat Raj & Rural Development, A.P., . Letter.No.1394160/CPR&RD/C2 /2021, Dt.02/06/2021.

@@@

O R D E R:

In the G.O.1st read above, Government have issued orders conferring the Gazetted status to the post of Superintendent working in Mandal Praja Parishad, Zilla Praja Parishad and Head of the Department in the State and re-designating as Administrative Officer subject to the condition that the extent of reservation to locals in direct recruitment remain unchanged even after it is Gazetted, duly following the instructions/orders issued in this regard from time to time.

2. In the letter 2nd read above, the Commissioner, Panchayat Raj and Rural Development, Andhra Pradesh, has furnished specific job chart to the post of Administrative Officers working in Mandal Praja Parishad Office and requested to issue necessary orders in the matter.

3. Government after careful examination of the circumstances reported by the Commissioner, Panchayat Raj and Rural Development, Andhra Pradesh vide letter 2nd read above, hereby assign the following duties and functions to the post of Administrative Officers working in Mandal Praja Parishad Office. These specific duties and functions are in addition to the general duties and functions entrusted, by the competent authorities, to all the Administrative Officers working in Mandal Praja Parishad Office.

S.No.	Nature of Work
1.	Over - all supervision of office work, All the files that go to the MPDO should be circulated through Administrative Officer, including those pertaining to Engineering, Rural Development, Pension Scheme, All Welfare Schemes, Elections and Education(all corporations) etc.,
2.	Supervision of Attendance Register, Movement Register, C.L's Register, Run-on-note etc.,
3.	To act as Chief Accountant and to Supervision of all accounts maintained by the Senior Asst. such as Cash Books, Pass Books, Cheque Books, M-Books, Scrutiny of Final bills of M.P. General Funds and other Schemes. His main function is to act as financial advisor and as an internal auditor.
4.	Preparation of replies to all Audit Objections.
5.	Preparation of Monthly accounts/ Annual accounts / Budget Estimates, Revised Estimates, Number Statements and U.Cs etc.,
6.	Access to information of all sections and responsibility to answer all correspondence from the higher authorities in the absence of MPDO.
7.	Sanction of C.Ls to the staff of MPPs
8.	Certify the Reconciliations of Treasury balances and Bank accounts of all Schemes and Grants maintained by Mandal Parishad in every month.
9.	Convening the weekly review meeting in the Mandal to monitor the work done.

10.	Regarding MGNREGS:- i. Maintaining proper accounts of the resources received, released and utilized. ii. Maintain all the accounts of MGNREGS. iii. All the bills of MGNREGS should be circulated through A.O. iv. Maintain payment watch Register. v. Monitor the payment cycle. vi. Monitor the work of Computer Operator.
11.	Attestation of all entries in Service Registers of Staff.
12.	Public Information Officer for RTI Act.

4. The Commissioner, Panchayat Raj and Rural Development, Andhra Pradesh, Tadepalli, Guntur District, shall take further necessary action accordingly in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, Panchayat Raj and Rural Development,
Andhra Pradesh.
Copy to:
All the Chief Executive Officers of ZPPs in the State
The OSD to Minister for PR & RD and M&G, AP Secretariat, Velagapudi,
The PS to Principal Secretary (PR&RD,).
The Panchayat Raj & Rural Development Department,
The President, A.P. Government Employees Association,
State Unit, Governerpet, Vijayawada.
The President, Andhra Pradesh Administrative Officers Association,
SF/SC

// FORWARDED : : BY ORDER //

SECTION OFFICER